

(UNIT LETTERHEAD)

(OFFICE SYMBOL)

(DATE)

MEMORANDUM FOR RECORD

SUBJECT: Social Security Number Verification

1. I have this date verified that the following Social Security number: **XXX-XX-XXXX** is identical to the number listed on the Social Security card issued to **SOLDIER'S NAME** .

JOHN E. DOE
RANK, LAARNG
Title